

Personnel Office Training Office



Civil Service Board

Functions of the Personnel Office

- Civil Service System Interpretation and Administration
- Employee Benefits Coordination and Administration
- Local, State and Federal Law Compliances
- Employment Process which includes recruitment, qualifying, testing and orientation
- Retirement System Processing
- Payroll preparation and verification
- Worker's Compensation and Unemployment reporting
- Employee Relations
- Drug Testing, Pre-employment, Random, Post Accident, Probable Cause

Staff Includes

Sandra Zimmer

Donna Orgeron

Renee Agurcia

Kim Perret

Training Officer

Bill Hehmeyer

Employment Statistics

The Personnel Office has posted 20 jobs in-house in 2012.

Results

- **13 filled in-house**
- **7 filled from outside**

We currently employ -

- **361 Civil Service Employees**
- **35 Appointed Employees**
- **164 Others on payroll**

Recent Activities of Personnel Office

- Service Awards and Training Banquet May 10, 2012
9AM at the River Room in Luling
- Benefits Fair June 4th and 5th, 2012 is tentatively
scheduled
- Wellness Committee has accomplished putting on a
Fair for our employees last November. Well
attended/had multiple local businesses who
participated and provided free goods and services
to promote health and wellness.
- This past February, BCBS presented Nutrition and
healthy portions classes that were well attended by
employees. *Many of our departments are planning food co
op's to provide healthy lunches.

New Projects – Personnel Office

Review Applicant Testing to determine that content of tests are a good indicator that applicant will be successful in the job. Test content validation may include a review of employee job descriptions.

Biggest Loser Contest for Parish Employees.

Stress Management Training.

Civil Service Board

- **Brett Terrebonne - Chairman**
- **Ronnie Madere – Vice Chairman**
- **James “Jimmy” Breaux – Member**
- **Ralph Wilderson – Member**
- **Sara Champion – Member**

Activities of Civil Service Board

- **2 Requests for Upgrades**
- **Requests for 2 Revisions to existing job descriptions**
- **3 Requests for approval of new job descriptions**
- **1 In-house employee grievance which went to appeal**

St. Charles Parish

Training Office 2012 Accomplishments

- Developed and delivered a complete training program for CDL Hazardous Materials Endorsement training
- Completed Governmental Ethics Training mandated by the State
- Completed training for 24 Pump Monitors
- Assessing job application tests for validation
- Completed Interview Skills training program
- Consulting with the Finance Department to develop a training program covering how to properly complete expense statements and travel requests

What's on the Horizon

- Continuation of Leadership Skills Training
- Employee Orientation Training Program
- Safety Orientation Training

Participated in several Risk Management functions

- Provided overview of the Cross-Bayou mitigation
- Several accident investigations
- Several Wastewater back-ups
- Investigated tree removal requests